NEW HIRE CHECKLIST WEEK #1 – WHO, WHAT, WHEN, AND WHERE?

WHO DO I NEED TO KNOW?	STAFF NAME
☐ Who are we? Overview of Fermilab and Department	
☐ Who is the Director and who is the Division Manager?	
☐ Who do I interact with in other Departments?	
☐ Who do I call if I can't come in or will be late?	
☐ Who do I call for computer problems, human resources questions ,etc.	
WHAT SHOULD I DO?	
☐ What should I wear?	

☐ What should I do?
     Get to know office tools (e-mail, voice mail)
     Learn office security policies (ID badge, parking, vehicle sticker, etc.)
     Keep diary of first four weeks with comments on orientation	

☐ What if I need to make a personal call or send a personal e-mail?	

☐ What is on my computer?
     Department standard software
     Virus checking software	

☐ What is the Company policy on Internet use?	

☐ What internet sites should I bookmark?
     Fermilab/Department websites
     Technology reference sites	

☐ What about emergencies (fire, tornado, etc.)?	
WHERE IS EVERYTHING I NEED?	
☐ Building Tour (restrooms, coffee station, copiers, cafeteria/vending, mail station, employee refrigerators/microwaves)	
☐ Location of Supplies and how to order non-standard supplies	
☐ Location of Library and other technical resources	
MEET WITH MANAGER	